

GOVERNMENT OF NCT OF DELHI
INFORMATION TECHNOLOGY DEPARTMENT
9th LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI

F. No.A-27/4/2020-Admn.-Secy(IT)/ (E-97008)/

Dated:29/11/2020

OFFICE MEMORANDUM

In Compliance of the Order issued from Delhi Disaster Management Authority (DDMA), Government of NCT of Delhi vide No. 1(543)/DDMA(HQ)/MISC/OVID-19/PF-1/2020-21/2079 dated 28/11/2020, it is hereby directed that all the Officers of Information Technology Department, Government of NCT of Delhi from the Level of Account Officer/Grade-I (DASS)/Data Processing Assistant and above will attend the office on daily basis.

Further, 50% of the officials below the level of Grade –I (DASS)/DPA, are required to attend the office. Accordingly, all the staff posted at Information Technology Department has been placed in two Groups (I & II) as per the details given below:-

S.NO.	Group – I	Group – II
1.	Shri Mukesh Saxena, Asstt. Section Officer	Shri Manoj Kumar, Asstt. Section Officer
2.	Shri Vaibhav Srivastava, Statistical Assistant *	--
3.	Shri Girish Sharma, Personal Assistant	Mohd. Ali Ansari, Data Entry Operator
4.	Ms. Srishti, Junior Assistant	Shri Rahul Kumar, Steno Grade-'D'
5.	Shri Santosh Kumar, Data Entry Operator Grade –'A'	Shri Satpal Kharwal, Data Entry Operator Grade –'B'
6.	Shri Mukesh Bharadwaj, Junior Assistant	--
7.	Shri Vikas, Peon	Shri Sandeep Kumar Peon
8.	Shri Sumit Kumar, Peon	Smt. Nandini, Peon
9.	Shri Vinod, Peon	Shri Subodh, Peon

****He is on leave till 24th December, 2020. And shall attend office regularly upon joining.***

All the officials placed in Group – I shall attend office during the month of December, 2020 on 1, 3, 7, 9, 11, 15, 17, 21, 23, 28 & 30,

All the officials placed in Group – II shall attend office during the month of December, 2020 on 2, 4, 8, 10, 14, 16, 18, 22, 24, 29 & 31.

All the officials who are in Group (I & II) which is allowed exemption from attending office on a particular day shall work from home and shall invariably be available on their mobile phone and other means of communication at all the time.

In case an official is on leave, his link official will attend office on that day and the official on leave shall attend office the next day. No official shall leave the station without prior permission of the Competent Authority. Any official can be called upon to attend office at any time, as and when required for disposal of official work.

This issues with the approval of the Competent Authority.

Sd/-

(Binod Kumar)
Section Officer (IT)

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Dated:29/11/2020

Copy for information to: -

1. All officers / officials of I.T. Department, GNCTD, New Delhi for strict compliance.
2. PA to Secretary (IT), Information Technology Department, Govt. of NCT of Delhi for information of Secretary (IT).
3. PA to Special Secretary (IT), Information Technology Department, Govt. of NCT of Delhi for information of Special Secretary (IT).
4. Website-in-charge, Information Technology Department, GNCTD with the direction to upload the order in the website.

Sd/-

(Binod Kumar)
Section Officer (IT)